

AIR FORCE (ESC) BPA COVER PAGE
BEST VALUE
BLANKET PURCHASE AGREEMENT
GSA FEDERAL SUPPLY SCHEDULE

In the spirit of Acquisition streamlining, the Headquarters, Electronic Systems Center (ESC) and _____ enter into an agreement to facilitate the acquisition of Information Technology (IT) services from the General Service Administration (GSA) Federal Supply Schedule (FSS) Contract(s) _____ (insert number(s))

Federal Supply Schedule contract BPAs reduce contracting and open market costs such as: search for sources, the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule BPA holders in accordance with the terms of their GSA contracts.

The parties agree that the Terms and Conditions set forth in the above referenced GSA FSS contract(s), this BPA and those set forth in the individual delivery order shall govern performance on that order. In no event will the Terms and Conditions set forth in either this BPA or the individual order be construed as changing the scope of the GSA FSS Contract(s) set forth above.

Signatures:

DOROTHY FEBBI

DATE

Contracting Officer
ESC/XPB

BPA Team Leader

DATE

Title

Company Name

Dated: 01 October 2000

TO ALL ITSP BPA HOLDERS

Whenever a revision to this BPA is released on the HERBB website, please indicate your concurrence with all changes/additions/deletions to the Terms and Conditions contained therein by sending an email to: Susan.Kennison@hanscom.af.mil. Note: All revisions are highlighted in yellow.

If “Teaming” and your BPA Team Arrangement permits direct ordering to Team Partners, have each Team Partner sign and date below indicating agreement and compliance with the Terms & Conditions set forth in this document.

On this page, each Team Partner must provide the company name, title of individual, and GSA contract number (“subcontractors” are not required to sign this BPA).

BPA Team Member	DATE
Title	
Company Name	GSA Contract Number:

BPA Team Member	DATE
Title	
Company Name	GSA Contract Number:

BPA Team Member	DATE
Title	
Company Name	GSA Contract Number:

(Add/delete signature blocks as needed to accommodate team size)

The Team leader may make unilateral changes to the makeup of the Team. This may occur at any time during the life of the BPA. To make these changes the Team Leader must notify the Government in writing, provide a copy of this page with the appropriate signature(s), and update the web site of the Team to incorporate the new team member(s). Note that any order issued prior to the change must be completed with the Team membership that was current at the time the order was placed unless otherwise agreed to by the ordering PCO.

HEADQUARTERS, ELECTRONIC SYSTEMS CENTER
BLANKET PURCHASE AGREEMENT (BPA)
INFORMATION TECHNOLOGY SERVICES PROGRAM (ITSP)

Pursuant to General Services Administration (GSA) Federal Supply Schedule (FSS) contract number(s) _____ ("Contract(s)"), a Blanket Purchase Agreement (BPA) is hereby established between _____ and the Electronic Systems Center (ESC) under the terms and conditions of the above stated contract(s) and the following terms and conditions incorporated in this BPA:

ADMINISTRATIVE DATA (TO BE MAINTAINED ON EACH BPA HOLDER'S INTERNET SITE)
Each team member must provide this data and maintain an Internet site (IAW para 20 (f) of this BPA).

Primary Point of Contact: (Provide complete _____
name, title, corporate address, electronic _____
mail address and phone number): _____

Alternate Point of Contact: _____

Are you a Small Business under SIC Code 7379 (Computer Related Services, N.E.C.) (FAR PART 19.102)?
YES _____ NO _____

Are you a Small Business Administration (SBA) certified Small Disadvantaged Business (SDB)? YES _____ NO _____

Are you a Woman-Owned Business? YES _____ NO _____

CAGE CODE: _____

DUNS NUMBER: _____

TIN: _____

Cognizant DCMC Office (Include complete address): _____

Cognizant DFAS Office (Include complete address): _____

(A) **AUTHORITY:** This BPA is entered into pursuant to the terms of the BPA holder's FSS contract and FAR 8.404(b) (4).

(B) **DESCRIPTION OF AGREEMENT**

Under this agreement, the BPA holder shall provide Command and Control (C2) information technology services (ITS) to Electronic Systems Center (ESC) system acquisition programs and development planning projects during all phases of the acquisition cycle. These services will be provided when ordered by an authorized Ordering Contracting Officer during the specified period stated in section 15 of this BPA. This BPA is for support to ESC (including geographically separated units and operating locations) only.

(C) **SERVICES AVAILABLE UNDER THIS BPA**

Attachment A (provided by the contractor) contains a listing of all services, with accompanying rates and category descriptions, which may be ordered under this BPA. Appendix A (provided by the government) is a listing of ESC's geographically separated unit and operating locations. Each BPA holder or BPA Team must check which site(s) for which services are being offered under this BPA (provide separate price lists as necessary).

(D) **PRICING**

1. The GSA Schedule pricing has been determined fair and reasonable by the GSA. The prices (loaded labor rates) included on the BPA list (or applicable "discounted" rates submitted in a proposal response to an RFQ resulting in award) that are in effect on the effective date of an order shall govern that order's basic performance period. With regard to any option years which are later exercised, the proposed option year rates as incorporated into the order award are in effect until such time, if applicable, that the contractor has been authorized a rate increase culminating from a negotiation under the Economic Price Adjustment provision of their GSA Schedule. If such rates are approved and incorporated in their BPA before the exercise of the option, they would become applicable for billing purposes (during performance under the option period) on the effective date as provided in their GSA Schedule. The BPA holder shall update the BPA price list within 24 hours of a change in their Schedule prices to insure that the BPA pricing remains current.

2. The BPA holder can voluntarily reduce offered prices at any time by giving 24-hour advance notice (by facsimile or electronic-mail) to the ESC/XPK Contracting Officer. When in effect, the new price list will be posted on the BPA holder's Internet site and made immediately available to all authorized potential BPA users. This BPA also allows for additional discounts if a "large order" is placed at one time. The 24-hour advance notice described above is not required for discounts offered for only an individual order. Whether an order is large enough to warrant such a discount is subject to the discretion of the BPA holder.

3. The BPA holder may also increase BPA prices at any time. Any BPA price increase shall not take effect until the ESC/XPK Contracting Officer receives written notification (U.S. mail, facsimile, or electronic-mail) and the price change has been posted by the BPA holder at the required web site. In no event will the prices under this BPA exceed those on the applicable GSA schedule. Any order already issued shall not be affected by any change to BPA pricing (except as changes may apply to option years as described in D.1. above, if applicable). The prices offered under this BPA will undergo annual review by the ESC/XPK Contracting Officer.

(E) **PREVAILING TERMS AND CONDITIONS**

All orders placed against this BPA are subject to the terms and conditions of the GSA FSS Contract and all clauses and provisions in full text or incorporated by reference herein:

1. **Incorporated by reference are:**

FAR 52.232-11 EXTRAS (APR 1984)

FAR 52.245-5 GOVERNMENT PROPERTY (COST-REIMURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (JAN 1986)

2. **In full text are:**

AFMC FAR 5352.209-9002 ORGANIZATIONAL CONFLICT OF INTEREST (JUL 1997)

PREAMBLE to the ITSP Organizational Conflict of Interest (OCI) Clause:

(a) This Organizational Conflict of Interest Clause will apply to orders for performance of Advisory and Assistance Services, as defined in FAR Subpart 37.201 as follows:

“Advisory and Assistance Services” (A&AS) means those services provided under contract by non-governmental sources to support or improve organizational policy development, decision making, management and administration, program and/or project management and administration, or R&D activities. It also includes the furnishing of professional advice or assistance rendered to improve the effectiveness of Federal management processes or procedures (including those of an engineering and technical nature). In rendering the foregoing services, outputs may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations. Advisory and assistance services fall into one of the following subdivisions (see FAR 37.201 for their definitions):

- management and professional support services,
- studies, analyses, and evaluations, and/or
- engineering and technical services.

(b) ITSP support to be provided under this Blanket Purchase Agreement (BPA) includes a broad range of system-oriented technical services. Examples of A&AS, which the ITSP OCI clause **will apply** to, include Development Planning Analyses, Integration Engineering and Support, Acquisition Engineering, Specialty Engineering (System Safety, Human Factors, Aeronautical, Reliability and Maintainability, Electromagnetic Compatibility, Quality Assurance & Test and Evaluation, Computer Resources/Software Engineering Support, Communications, Reverse Engineering, Simulation & Modeling), Manufacturing Engineering, Civil Engineering/Architecture, Environmental Engineering, Facility Acquisition Engineering, Integrated Logistics Support, Configuration and Data Management, Engineering Data Management, Financial Management, and Training Development. Support may also include the preparation of technical analyses and reports as well as inputs to acquisition documentation for systems being acquired by Program Offices. The primary products of the ITSP contractor's A&AS efforts will be analyses, technical reports, or other data deliverables.

(c) There may be other Electronic Systems Center ITSP requirements which may be ordered under this BPA but which do not fall within the definition of A&AS as discussed above. Such requirements **may** be exempt from the provisions of the ITSP OCI clause. The Government shall have the right to determine, in its sole discretion, whether services ordered are subject to the OCI provisions of this BPA. All orders for ITSP services shall be subject to such OCI provisions unless the order for specific non-A&AS services specifies that the OCI provisions do not apply to that particular order.

(d) Whenever the Government solicits information from the Contractor for the purposes of issuing a potential order (or, if the Government issues an order without first soliciting information from the Contractor), unless the order states that it is exempt from the OCI provisions, the Contractor shall promptly review the services ordered prior to commencing performance and inform the Ordering Contracting Officer, in writing, of any pre-existing circumstances which might create a conflict of interest under the OCI provisions of this BPA. In such event, the Government may, in its sole discretion, either cancel the order at no-cost to the Government or grant a waiver to the OCI provisions and direct the Contractor to proceed with performance.

AFMC FAR 5352.209-9002 ORGANIZATIONAL CONFLICT OF INTEREST (JUL 1997)
(DEVIATION)

(a) To prevent conflicting roles which may bias the Contractor's judgment or objectivity, and to preclude the Contractor from obtaining an unfair competitive advantage in concurrent or future acquisitions, the Contractor will be restricted as set forth in subparagraph (c).

(b) The following descriptions or definitions apply:

(1) "Systems Engineering" means a combination of substantially all of the following activities: determining specifications, identifying and resolving interface problems, developing test requirements, evaluating test data, and supervising design.

(2) "Technical Direction" includes a combination of substantially all of the following activities: developing work statements, determining parameters, directing other Contractors' operations, and resolving technical controversies.

(3) "Development" includes all efforts towards solution of broadly defined problems. This may encompass research, evaluating technical feasibility, proof of design and test, or engineering of programs not yet approved for acquisition or operation.

(4) "Proprietary Information" includes all information designated as proprietary in accordance with law and regulation, and held in confidence or disclosed under restriction to prevent uncontrolled distribution. Examples include limited or restricted rights data, trade secrets, sensitive financial information, and computer software; and may appear in cost and pricing data or involve classified information.

(5) "System" means the system that is the subject of acquisition or management by the program office for which support has been ordered under this contract.

(6) "System Life" means all phases of the system's development, production or support.

(7) "Contractor" includes the business entity receiving award of this contract, its parents, affiliates, divisions and subsidiaries.

(c) The following rule(s) apply:

(1)(A) The Contractor agrees that it shall neither compete nor perform as a prime Contractor, subcontractor or as a consultant to a prime or subcontractor, to provide services, hardware or software with respect to any system (or major components thereof) as to which the Contractor has directly, or by subcontract, provided Information Technology Services (ITS) under this contract. This prohibition shall not apply, however, to work to be performed under this BPA or to any follow-on prime or subcontracts for similar information technology services (ITS-like) to the Government.

(B) Unless an order specifies that it is not subject to this OCI provision, the foregoing prohibitions shall be effective from the date of each specific order issued pursuant to this contract for support and shall continue for the life of the system as to which support services have been ordered. These prohibitions shall be reduced to a period of five years from the effective date of each order when the services ordered/performed fall under the descriptions in FAR 9.505-2 or 9.505-3.

(2) In the event the work required to be performed under this BPA requires access to proprietary data of other companies, the Contractor shall obtain agreements from such other companies for such use unless such data is provided or made available to the Contractor by the Government. Two copies of such company-to-company agreements shall be furnished promptly to the Ordering Contracting Officer "for information only". These agreements shall prescribe the scope of authorized use or disclosure, and other terms and conditions to be agreed upon between the parties thereto. It is agreed by the Contractor that any such data, whether obtained by the Contractor pursuant to the aforesaid agreement or from the Government shall be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary. In addition, it is agreed that the Contractor shall not disclose ITS advice/data submittals or any part thereof to any party outside the Government except with the written consent of the Ordering Contracting Officer.

(3) The Contractor further agrees not to utilize aforesaid proprietary data in the supplying of hardware/software or services related to the systems or major components of systems for which the Contractor has provided ITS support hereunder, in performing for the Department of Defense any additional competitively awarded efforts in the same field, or for any purposes other than those for which the data has been furnished unless specifically authorized by the organization providing such data.

(d) The Contractor agrees that, in addition to the above established requirements and prohibitions, it shall:

(1) Formally train its employees in the absolute necessity to refrain from divulging either the proprietary data of other companies or data that is obtained from the Government, or ITS advice/data submittals (including any portion thereof), to anyone except as authorized and require its employees to execute certificates attesting to their training and to their understanding of the requirements for safeguarding all sensitive information. In addition, it shall provide that the employee will not, during his employment by the Contractor, or thereafter, disclose to others or use for their own benefit or the future benefit of any individual, any ITS advice/data submittals (or any portion thereof), trade secrets, confidential information, or proprietary/restricted data (to include Government "FOR OFFICIAL USE ONLY") received in connection with the work under this contract.

(2) Submit information copies of these certificates to the Contracting Officer. Certificates may be submitted on a one-time basis for the duration of the contract's BPA.

(3) The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of third party data or software by the Contractor, its employees, subcontractors, or agents.

(e) The Contractor agrees to include the substance of this provision in all subcontracts it may award.

(End of Clause)

5352.245-9004 BASE SUPPORT (JUL 1992)
ALTERNATE I (JUL 1992)

Base support will be provided by the Government to the BPA holder in accordance with the provisions of this clause. Failure by the BPA holder to comply with the provisions of this clause will release the Government, without prejudice, from its obligation to provide base support by the date(s) required. If warranted, and if the BPA holder has complied with the provisions of this clause, an equitable adjustment will be made if the Government fails to provide base support by the date(s) required.

(a) Base support includes access to and use of Government-controlled working space, material, equipment, automatic data processing services, or other support, including use of the Defense Switched Network (DSN) (for official phone calls only), which the Government determines can be made available at, or through, any Air Force installation where this contract will be performed. All government property which the contractor is authorized to use under this base support provision shall remain in the custody of the Government, for accountability purposes. The contractor shall not remove such property from the Government facility, unless approved in writing by the Contracting Officer, and such property is furnished to the contractor under the Government property clause.

(b) The Air Force installations providing the support will be listed in subparagraph (e), and the Government support to be furnished by each installation under this contract will be listed in subparagraph (f).

(c) Unless otherwise stipulated in the contract schedule, support will be provided on a no-charge-for-use basis and the value will be a part of the Government's contract consideration.

(d) The BPA holder agrees to immediately report (with a copy to the cognizant contract administration office (CAO)) inadequacies, defective Government furnished property (GFP) or non-availability of support stipulated by the contract schedule, together with a recommended plan for obtaining the required support. The Government agrees to determine (within 10 workdays) the validity and extent of the involved requirement and the method by which it will be fulfilled (e.g., purchase, rental, lease, GFP, etc.). Facilities will not be purchased under this clause. Additionally, the BPA holder (or authorized representative) will not purchase, or otherwise furnish any base support required to be provided by the Government under this clause (or authorize others to do so), without prior written approval of the Ordering Contracting Officer regarding the price, terms, and conditions of the proposed purchase, or approval of other arrangements. The contractor shall be authorized to acquire base support items only to the extent that such items are identified in the order for ITSP services as materials to be acquired for the Government on a cost-reimbursement basis.

(e) Following are installations where base support will be provided:

Hanscom AFB, MA
SSG, Gunter Annex, Maxwell AFB, AL
38 EIW, Tinker AFB, OK
CPSG, Kelly AFB, TX
MSG, Wright-Patterson AFB, OH
(Other locations specified in each order)

(f) The Government support to be furnished under this contract is:

In accordance with the written authorization contained in individual orders, when directed to "collocate" contractor personnel will be provided with use of the following: 1 Desk, 1 Chair, 1 Phone
Additional base support will be determined on an "as necessary" basis by each order.

(g) The BPA holder agrees that in the performance of this contract or any major subcontract, no direct or indirect costs for property will be incurred, if the Government determines that property is available at, or through any Government installation where this contract will be performed. Only the prior written approval of the Ordering Contracting Officer can relieve the BPA holder from this restriction.

(End of Clause)

ESC SPECIFIC TERMS AND CONDITIONS:

(1) PROHIBITED ACTIVITIES

The BPA holder shall not perform tasks under any resultant order which involve the following:

- a. Preparation of any statement of requirements, objectives, or needs to be procured by the Government for ITSP services, whether to be acquired by future orders under the ITSP program/GSA Federal Supply Services Schedule, or by any other contract action at ESC;
- b. Evaluation of the qualifications of a potential source or any proposal for a contract or order by the Government for ITSP services or any other supplies or services;
- c. Formulation of "best value" criteria, acquisition plans, solicitations or strategies for the purchase of ITSP-like services;
- d. Preparation of documentation for future orders for ITSP services.

(2) SEGREGATION OF COSTS

- a. The "Payments under Time-and-Materials and Labor-Hour Contracts" clause provides for reimbursement to the contractor of costs incurred for certain items and services purchased directly for the contract, subject to certain limitations set forth in the clause. Such items may include the lease/purchase of equipment, travel expenses for Government-directed travel, consumable materials, tuition and registration fees for specialized training, and other services or items acquired for the Government's account under the Government Property clause. The items and services which the BPA holder is authorized to purchase on a cost-reimbursement basis shall be limited to only those specific items and services described in the order(s) issued to the BPA holder as authorized for purchase.
- b. The BPA holder shall segregate costs associated with materials and other items authorized to be purchased on a cost-reimbursement basis (to be specified in each order) from other costs associated with the performance of this contract in such a manner that at any time the costs subject to reimbursement under each order shall be readily ascertainable.
- c. The "Ceiling Price" referred to in the "Payments under Time and Materials and Labor-Hour Contracts" clause shall be the ceiling price as stated in each order.

(3) OPTIONS – (For Information Purposes); ITSP SOLICITATION PROVISION AND TASK ORDER CLAUSE

- a. All solicitations issued by ESC "users" (for the purpose of obtaining proposals to evaluate / award a task order(s) for ITSP support of their requirements) which identify possible option years of performance to also be priced, must include therein FAR provision 52.217-5 (Evaluation of Options).
- b. With regard to any awarded task order under the ITSP program which has incorporated proposed prices for possible option (performance) periods beyond the "base year", must include a clause similar to 52.217-9 (Option to Extend the Term of the Contract). As an alternative to this one, users may include a "text" entitled "Exercise of Options" within their task order, which identifies the period of performance (and CLINs) for each option period that might be exercised by the Government, to include the timeframe within which any notification of intent to exercise will be provided to the contractor (in advance of the actual option period start date).

(4) REPRESENTATIVE OF THE CONTRACTING OFFICER

- a. The following named Functional Area Evaluator (FAE) at the appropriate ordering Systems Program Office (SPO) is (are) authorized to act as an official representative of the Ordering Contracting Officer.

(To be specified when orders are issued)

- b. The above are designated by the Ordering Contracting Officer (PCO) and are authorized to act within the limitations specified herein and written restrictions specifically imposed under the terms of the order and by the

Ordering Contracting Officer. This authority shall extend to the following: inspection, acceptance, or rejection of work.

c. This designation does not include authority to direct changes in scope, price, or terms or conditions of the contract or order. The authority herein also does not include authority to execute modifications to the contract or order which require the signature of the Ordering Contracting Officer, or to bind the Government by contract in terms of a proposed contract change.

(5) LABOR HOUR ORDERS

- a. The BPA holder shall furnish all the necessary qualified personnel, materials, facilities and management resources to furnish the services set forth in the Statement of Objectives (SOO) or the Performance Work Statement (PWS) within the terms specified and at the price(s) stated. All orders will be issued and modified at the contract-year labor rates in effect at the time the work is performed (once beyond the basic order award period of performance).
- b. It is understood and agreed that the BPA holder shall use in the performance of the contract, the labor categories and hours specified in each order.
- c. The labor categories and hours specified in each order represent the current best estimate of the services to be performed. To enhance flexibility and to allow the BPA holder to determine the optimum labor mix for the order the BPA holder may without notice to the Government, increase or decrease the number of hours for each category specified in the individual order by no more than 30%. These adjustments are allowable only to the extent that the ceiling price and the total number of hours of the labor CLIN(s) are not exceeded. The BPA holder will not be paid more than the ceiling price of any individual order.
- d. The Government shall have the right to direct temporary performance (NTE 179 days) of services in any labor category at locations other than Hanscom Air Force Base, ESC's GSU locations, or AFRL, Rome, NY, to include overseas locations. In the event that the Government exercises this right the BPA holder shall be entitled to an equitable adjustment to the extent that the change in location of services increases the BPA holder's cost of performance and such costs are not otherwise covered or provided for under any other terms & conditions of this contract.
- e. Government Reimbursement of BPA holder-Incurred Training Costs in Support of Mission-Unique SPO Requirements: ITSP BPA holder personnel are required to possess the skills necessary to support at least the minimum requirements of the Performance Work Statement (PWS) tasking for the labor category under which they are performing. Training to meet such minimum requirements must be provided by the BPA holder and is included in the fixed price labor rates. In situations where the "Government User" being supported by an order under the basic contract requires some "unique" level of support beyond the minimum requirements of the PWS because of program/mission-unique needs, then the BPA holder may directly charge the contract order (in the same manner as one might charge work-related TDY expenses) in order to obtain the unique training required for successful SPO support if authorized in the order. Such education/training might be provided by Government entities such as AFIT, DSMC, etc. or by "third party" private entities such as companies who specialize in providing professional or specialized training/education seminars/classes. Direct labor expenses, and travel related expenses allowable under the Joint Travel Regulations (JTR), may be allowed to be billed on a cost reimbursement basis. Tuition/Registration/Book fees (costs) that may be applicable to an individual course/seminar may be recoverable as a direct cost if specifically authorized in a particular order. Documentation (in the form of an ESC Program Office signed memorandum that such contemplated labor, travel, and costs to be reimbursed by the Government are mission essential and in direct support of "unique" or special Program Office requirements) will be required to support the billing of such costs against the order which authorized payment, therefore.
- f. In the event the BPA holder expends fewer hours than set forth in the individual order, the total order shall be adjusted to reflect the actual number of hours expended and the final order price. In no case will the final price exceed the ceiling price of the order.
- g. Notwithstanding any other provision, the BPA holder shall maintain sufficient accounting records for verification of the hours and categories of labor incurred in the performance of each order. It is further understood and agreed that the accounting records shall be available for Government review during the performance of the contract and until three years after final payment under the contract. In the event subcontract labor is included in the labor effort contained in paragraph (c) above, the foregoing records provisions shall be included in all applicable subcontracts.

h. Payment under individual orders for CLINs (to be specified in order) will be in accordance with FAR 52.232-7 entitled "Payments under Time-and-Materials and Labor-Hour Contracts." Withholding of amounts due as contemplated by the clause will apply to the total contract and not to individual orders. Withholding will not exceed \$50,000.00 for the entire contract, regardless of the number of orders issued against the contract, and will apply to the first order and continue until the maximum withholding amount is reached. To facilitate close-out of early orders, the amount withheld may be transferred to any subsequent active order. Ceiling price, as used in the clause, applies to each individual order, not to the total contract.

(6) COLLOCATION

The Government reserves the right to require the BPA holder at any given time to collocate a portion of its ITSP workforce with the Program Office supported. The Government will make available base support, in accordance with the "Base Support" clause, for any such collocation. Collocation can only be directed by the Ordering Contracting Officer and must be in writing. The Government estimates that the percentage of labor hours (ordered for the total of orders in effect at any one time during the period of performance for orders under this BPA) to be collocated will be approximately 90%. However, the Government reserves the right to require that all BPA holder personnel performing services on orders be located in BPA holder facilities. In the event that the Government requires collocation of more or less than 90% of contract employees performing on orders, this will not provide the basis for any equitable adjustment to the price, terms and/or conditions of the contract.

(7) TRAVEL

The Government will reimburse the cost of travel required in conjunction with performance of orders issued under this contract. Reimbursement for travel is limited to that required in the performance of the order. Specific Government direction to attend meetings or gather information shall be reimbursed on a cost-reimbursable basis only. Local travel or the relocation of BPA holder personnel from other geographic areas for the purpose of staffing an order, are not subject to reimbursement. The Government will not pay travel charges for travel to and from the BPA holder employee's home and Hanscom AFB (or any of the ESC GSUs) or the Bedford MITRE facility and the employee's home, or to and from one company building to another (either within a company or to and from a prime to a sub company). Travel costs subject to reimbursement are limited to travel occurring at the direction of the Government, performed in conjunction with a specific requirement for a trip authorized in the order. Any administrative/clerical support travel costs shall be considered and approved by the Ordering PCO on a case by case basis.

(8) FEDERAL HOLIDAYS

Unless specifically authorized in writing by the Functional Area Evaluator (FAE), no services will be provided and no charges will be incurred and/or billed to any order on this contract on any of the Federal Holidays listed below.

New Years Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

(9) FINANCIAL CONFLICT OF INTEREST

a. Except as provided for under subparagraph (d) hereof, the BPA holder shall not assign, nor allow any employee for whom it receives payment under this contract to perform any task under this contract concerning any program, BPA holder, contract, or other matter in which that employee, or that employee's spouse, minor child or household member has a financial interest. For each employee who performs a task in violation of this prohibition, the price of the CLIN under which the BPA holder receives payment for that performance shall be reduced by the product of the hourly rate prescribed for that employee in the schedule (including wages, indirect costs, general and administrative expenses and profit), multiplied by the number of hours in which that employee was performing the task in violation of this prohibition, and the BPA holder shall forfeit any right to receive said payment. Direct and indirect costs allocable to the expended hours for which payment has been forfeited shall be accounted for as unallowable costs and shall not be charged to this or any other Government contract.

b. A "financial interest" consists of any interest in, or affiliation with, a Government BPA holder, a subcontractor to a Government BPA holder, any offerors, or any prospective subcontractor to any offeror for the program, contract, or other matter for which the employee is performing the support task under this contract. A "financial interest" does not consist of an interest in, or affiliation with, the BPA holder that is the party to this contract. The financial interest can take the form of any ownership interest (e.g. stock; ownership of bonds; a loan or other financial arrangement that is other than an arm's length transaction; employment, or an arrangement concerning prospective employment, including negotiations therefore, or, any non-arm's length loan, any gift from, or any other non-arm's length financial arrangement or interest with, any person who is directly communicating with the Government on behalf of any Government BPA holder, subcontractor holder thereto, or any prospective subcontractor holder or offeror as described above.

c. The BPA holder shall obtain and maintain as part of its personnel records a financial disclosure statement from each employee assigned to perform support tasks to the Government under this contract. The financial disclosure statement shall: (1) list any financial interests described in subparagraph (b) hereof, (2) be obtained not later than upon each employee's initial assignment to a support task under this contract, (3) be updated at least annually, and (4) be reviewed by the BPA holder with each employee on an annual basis during the term of this contract.

d. Whenever the BPA holder wishes to assign an employee to perform a task under this contract concerning any program, contract, BPA holder, or other matter in which the employee has a financial interest as defined under subparagraph (b) hereof, the BPA holder shall, before making the assignment, obtain a written waiver from the Ordering Contracting Officer, by submitting to the BPA holder Officer a written request for waiver together with all relevant supporting information. The Ordering Contracting Officer shall have the sole discretion to grant or deny the waiver in whole or in part. The Ordering Contracting Officer's determination shall be discretionary, final and conclusive and not subject to appeal under the Disputes clause or the Contract Disputes Act of 1978.

e. The BPA holder shall upon written request by the Ordering Contracting Officer and at no increase in contract price, make such financial disclosure statement available to the Government for inspection and review.

(10) ITSP NONPERSONAL SERVICES

a. In performance of this contract, the BPA holder will provide information technology support in the form of services and data required by program offices to support management of their overall systems engineering, technical and integration efforts. This will be based upon the order's performance work statement for the specific effort. Orders will be formally issued to the BPA holder as opposed to individual BPA holder employees.

b. The services required under ITSP constitute professional and management services within the definition provided by FAR 37.201. ITSP will obtain professional information technology services which are essential to the ESC mission but not otherwise available within ESC.

c. The Government will neither supervise BPA holder employees nor control the method by which the BPA holder performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual BPA holder employees. It shall be the responsibility of the BPA holder to manage their employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the BPA holder feels that any actions constitute, or are perceived to constitute personal services, it shall be the BPA holder's further responsibility to notify the Ordering Contracting Officer immediately.

d. These services shall not be used to perform work of a policy/decision making or management nature. All decisions relative to programs supported by ITSP BPA holders will be the sole responsibility of the Government. Support services will not be ordered to circumvent personnel ceilings, pay limitations, or competitive employment procedures.

(11) RESERVED

(12) ITSP SUPPORT BPA HOLDER IDENTIFICATION

All ITSP support BPA holder personnel will be required to wear company identification badges so as to distinguish themselves from Air Force (organic) employees. When conversing with Government personnel during business meetings and over the telephone, support BPA holder personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Where practicable, support BPA holders occupying collocated space with their Government program customer should identify their work space area with their name and company affiliation.

(13) ITSP SUPPORT BPA HOLDER COLLOCATION RENTAL FEES

Should support BPA holders be required to be collocated with their Government customer in an office building owned by the MITRE Corporation, and if "rent" is charged by MITRE for such occupation of work space, the BPA holder may recover such expenses on a cost-reimbursement basis to the extent authorized by the order(s).

(14) RESERVED

(15) TERM OF BPA

This BPA expires on 31 March 2002 or such later ending date as determined by the exercise of any "General Schedule extension" option by the GSA and exercise of the option to extend the term of the BPA by the ESC/XPK PCO. The BPA holder is required to immediately notify, in writing, the ESC/XPK Contracting Officer if at any time prior to 31 March 2002 the GSA Contract, upon which this BPA is based, is no longer in force. This BPA is not a contract. If the BPA holder fails to perform in a manner satisfactory to the ESC/XPK Contracting Officer, this BPA may be canceled with 30 days written notice to the BPA holder by the ESC/XPK Contracting Officer.

(16) VOLUME

The Government estimates, but does not guarantee, that the potential volume of services ordered from all ITSP BPA holders will be 7,500 labor years over an approximate three and one half year period. If the actual amount ordered is less than the estimate, the Government will not be liable for any price difference between the quantity discount offered based on the estimate and the amount of services actually ordered. The Government is under no obligation to the BPA holder to purchase any specified quantity of services.

(17) OBLIGATION OF FUNDS

This BPA does not obligate any funds. The Government is obligated only to the extent of authorized orders actually issued under the BPA by the Ordering Contracting Officer.

(18) AUTHORIZED USERS

Government Contracting Officers at ESC (including GSUs and Operating Locations) and its tenant organizations are the only users authorized to place orders under this BPA. Any authorized user shall only be allowed to issue an order under this BPA if funds are certified and the BPA awarding office's log number is assigned. BPA holders shall not accept or perform any purported order that does not contain a log number.

(19) ORDERS

a. Order Management Requirements: Delivery of services shall be implemented only if directed by an order. The BPA holder shall respond in no more than five (5) working days from the issuance of the order, identify the Task Leader and arrange for a meeting between the BPA holder Task Leader and the ordering office's Functional Area Evaluator (FAE) to obtain the necessary detailed information to proceed with the task.

b. Order Procedures: Each Request for Proposal for an order will contain a Statement of Objectives (SOO), or other performance based work statement, describing the program to be supported, a description of the task, evaluation criteria, the deliverables, an order start and completion date, and the Functional Area Evaluator (FAE). The BPA holder(s) solicited will respond to the SOO with a Performance Work Statement (PWS), a proposed technical solution including labor mix and hours, and a proposed ceiling price for the order. **Note: The Government will accept order proposals only from BPA holders that it has solicited.** The PWS and labor mix will be incorporated into any resulting order. The proposed technical solution may also be incorporated in the order. The Task Leader will be assigned by the BPA holder on a per site basis.

c. Order Accounting: The BPA holder's order accounting system shall provide traceability of all labor hour and cost reimbursable elements (e.g. travel, material, other authorized direct costs) ordered by each program's funding citation's Accounting Classification Reference Number (i.e. "acrn" assigned at the "InfoSubCLIN" level in Section B), **if required** by the ordering office. Otherwise, traceability shall be at the CLIN level, to include segregation by Government appropriation (i.e. "color of money"), set forth in the order. Under no circumstances will any invoice exceed the period of performance, hours or dollar amount (ceiling price) for any funded order. The BPA holder will separately track and invoice US Government and FMS charges. All invoices submitted for payment shall clearly identify:

- (1) Government order number.
- (2) Period of performance
- (3) Amount due by CLIN
- (4) Labor hours provided per labor category

d. The BPA holder shall prepare and maintain a Funds and Man-hour Expenditure Report for each order (See BPA Atch 1). The BPA holder shall submit reports to ESC/XPK. The BPA holder will submit reports to the ordering office FAE and ESC/FMC on a regular basis as defined by each order. Reporting shall include schedule by task, labor hour expenditures by labor category by task, cost reimbursable elements, calendar of supported travel, reviews, meetings and briefings, deliverables status and an estimated completion date. The reporting shall also identify the most significant cost driver(s) for each task (i.e. Schedule, Type of Program, Complexity), the value of the driver, and a brief explanation. The Government shall identify a standard set of activities and definitions. For each task, the BPA holder shall identify the approximate percentage of hours allocated to those activities. Until such a time as when the Government provides this standard set of activities, the BPA holder will not be required to provide this information. The Funds and Man-hour Expenditure Report will be prepared and submitted by those individuals covered by company overhead and will not be directly charged to any specific labor category on a specific order. These reports will be submitted electronically.

e. Closeout Procedures: To facilitate closeout of individual orders placed under this BPA, within thirty (30) days of completion of any individual order, the BPA holder shall present a final accounting to the Ordering Contracting Officer that contains a complete and accurate listing of hours expended by category, the prices associated with those hours, any cost reimbursable expenses, and a copy of the contractor's request of its DCMA Administrative Contracting Officer (ACO) for initiation of Quick Closeout Procedures in order to expedite arriving at final G&A rates (for each year of performance under the order) which are loaded against costs incurred/billed for, under cost reimbursable line items (such as Travel, ODCs, etc.) under that task order. If the Government concurs with this submitted record, and the proposed actuals incurred (by CLIN) are within the ceiling price of the task order, then the Government can more swiftly sign off on a DD Form 250 (Inspection & Acceptance of Services, etc.) as another step in completing the closeout process. The parties will strive to reach final agreement on any applicable (cost reimbursement CLIN) G&A rates, so that any underpayments due the contractor can be billed for (or excess payments to the contractor can be reimbursed to the U.S. Treasury, should final G&A rates be less than those previously billed when estimated amounts were used), and the Government can then deobligate (if applicable) any remaining unliquidated funds (previously obligated under the task order) which may not have been deobligated earlier when such may have been accomplished against applicable task order Labor CLINs.

(20) PERFORMANCE

The following terms and conditions are applicable:

- a. All services will be initiated within 30 calendar days following receipt of a valid order, unless otherwise specified in the order.
- b. The BPA holder shall be familiar with DoD, Air Force and subordinate command acquisition regulations, directives and instructions. If a particular document is required in a specific order, it will be cited within the order's PWS.
- c. The BPA holder shall not provide technical direction to any other acquisition BPA holder(s) or government personnel at any time. Neither shall the Government directly supervise BPA holder employees. Day to day supervision of BPA holder personnel should be conducted by the BPA holder Task Leader wherever the BPA holder personnel are located. All direction of the BPA holder shall be through the Ordering Procuring Contracting Officer (PCO) of the ordering organization specified in each individual order. Technical "tasking" assignments for the BPA holder will be transmitted by the ordering office's FAE (or program manager) to the BPA holder's Task Leader.
- d. The "ordering period" will run from BPA award to 31 March 2002, or until such ending date of any option year which may be exercised under the GSA contract. The "performance period" will terminate with the end of the GSA contract, unless the ordering PCO elects to extend performance as provided under the GSA contract. The GSA Schedule contract permits extended performance beyond the period of the GSA contract. If the ordering PCO elects to extend performance beyond the end of the GSA contract, he/she may extend performance up to six (6) months beyond the end of the order period.

e. Capitalization Requirements: The BPA holder shall provide their employees sufficient microcomputer equipment to support orders. The BPA holder shall be able to support the automatic transmission of unclassified data only to the requiring Program Office by modem if so requested. Any computers connected to, or transmits to (connected or via magnetic media) the government shall be properly protected from computer viruses. The BPA holder shall be capable of supporting the software packages utilized by ESC for the indicated processors. Specific software packages utilized within an ordering office shall be stated in the order PWS if it is other than Microsoft Office Professional or Microsoft Project.

f. Marketing Limitations: The BPA holder shall limit marketing/business opportunity telephone contact and personal visits with the Government personnel in the offices of authorized users. Any marketing determined excessive by the ESC/XPK Contracting Officer will be sufficient grounds for cancellation of this BPA. BPA holder's are encouraged to use their web site to do the majority of marketing.

g. Cancellation: This BPA may be canceled if the BPA holder fails to perform in accordance with the terms and conditions of the GSA contract, this BPA, any order established under this BPA, or if deemed as in the best interests of the Government. The BPA holder must strictly comply with all terms and conditions or the ESC/XPK Contracting Officer may determine that performance by the BPA holder has been unsatisfactory and cancel this BPA.

(21) WEB SITE AND ELECTRONIC MAIL REQUIREMENT

a. Every BPA holder (including Team Partners) is required to maintain a web site on the World Wide Web accessible by all authorized BPA users via the Internet. The web site address will be included in attachment B. The following information must be posted at this site and shall be kept up to date: all labor categories, labor rates, category descriptions, and administrative data, consisting of Mailing Address, Billing Address, cognizant ACO, cognizant DFAS office, appropriate socioeconomic information, FSCM number, and DUNS number. This web site will be the primary source of information to authorized users about BPA holders. Every BPA holder must also have electronic mail capability and provide in attachment B the electronic mail addresses for all parties the BPA holder authorizes to conduct official business with the government.

b. To make it possible for ITSP users to access all relevant BPA holder and Teaming Partner information over the Web in a uniform way, we will use Extensible Markup Language (XML) technology to publish a uniform Data Model and specification for presentation of task order-relevant information on each contractors' internet site. This specification will be made available during first quarter CY 1999 and take the form of a Data Type Definition (DTD) and default eXtensible Stylesheet Language (XSL) style sheet. The package will also include guidelines for contractors to install XML tags, pointers, and other information needed to conform to the specification. We point out that conforming to this data model will not necessarily require that each internet site either look the same or contain exactly the same information.

(22) MANAGEMENT CONTROL

Visitor Group Agreement: The BPA holder shall provide to ESC/XPK and the authorized user issuing the order a list of all teaming partners within thirty (30) calendar days after order award. As personnel and/or teaming partners are added, and/or deleted, an updated listing will be provided to ESC/XPK and the authorized user issuing the order within thirty (30) calendar days of such change. All BPA holder personnel shall display identification badges at all times while charging hours to the order or on a government, MITRE, or an acquisition BPA holder location. Authorized Government personnel shall accompany all visits to Users/MAJCOMS/Planning/Lab activities, and ESC Program Offices, unless other specific arrangements have been made.

(23) INVOICES

a. Inspection and acceptance shall be accomplished as follows: The FAE in the ordering office is hereby designated as the point of final inspection and acceptance by the Government for all services furnished under any resulting order. The BPA holder will submit each invoice, including all back-up data, to the FAE for review and signature. When the FAE receives an accurate and complete invoice, he/she will return a signed copy to the BPA holder Task Leader within five (5) working days. If the invoice is incomplete or inaccurate, the FAE will return the unsigned invoice to the BPA holder Task Leader for correction. In the absence of the FAE, the alternate FAE shall assume this responsibility. In the absence of both the FAE and alternate FAE, the BPA holder shall consult the Functional Area Chief (FAC) for direction. One copy of the signed invoice will then be forwarded by the BPA holder to their cognizant DCMC Administrative Contracting Officer (ACO); 3 copies to their cognizant DCAA office; and the original invoice to their cognizant Defense Finance Accounting Service (DFAS) location (as designated in their task order) for payment. Final payment for each order will be accomplished by final DD Form 250.

b. An itemized invoice shall be submitted to the order's Government FAE at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period and for which payment has not been received. These invoices shall not be supported by copies of delivery tickets. **Original "Approved-for-payment" invoices will be submitted to the payment address specified on each individual order issued under this BPA.**

(24) DATA REQUIREMENTS

All deliverable data under individual orders will be specified on a DD 1423, Contract Data Requirements List (CDRL), attached to the order. The one mandatory CDRL submission is identified at Atch 1 to the BPA. Government users may possibly add others to their task order.

(25) SECURITY

a. Prospective BPA holders should note that ESC intends to issue orders whose scope of effort will be in support of classified programs. In order to be eligible to provide ITSP support to classified programs, the BPA holder (including any proposed subcontractor holder or team member) must be a United States owned firm and possess a security clearance at the level required by the proposed order (a top secret facility clearance may be required). Individuals performing work under these orders must be United States citizens and must comply with applicable program security requirements which require personnel security clearances up to and including top secret. The security clearance requirements will depend on the security level required by the proposed order. The orders will also require access to sensitive compartmented information (SCI) for which SCI eligibility will be required. BPA holders who do not possess adequate security clearances will not be considered for award of those orders.

b. If a DD 254, Department of Defense Contract Security Classification Specification, is required one will be attached to the order addressing particular security requirements.

(26) OPTION TO EXTEND THE TERM OF THE BPA

a. The Government may extend the term of this BPA by written notice to the Contractor at any time prior to the expiration of the BPA, provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the BPA expires. The preliminary notice does not commit the Government to an extension.

b. If the Government exercises this option, the extended BPA shall be considered to include this option provision.

c. The total duration of this BPA, including the exercise of any options under this clause, shall not exceed the performance period of the governing GSA FSS Contract.

(27) ITSP OMBUDSMEN

Ombudsmen have been appointed to specifically address concerns related to ITSP. ITSP Ombudsmen address contractor concerns, issues, disagreements, and recommendations to the appropriate Government official(s). When requested, an Ombudsman shall maintain strict confidentiality as to the source of the concern. The ITSP Ombudsmen are as follows: ESC-Hanscom & CPSG – Mr. Thomas S. Wells, (781) 377-2201, (Tom.Wells@hanscom.af.mil); SSG – Mr. Melvin W. Carr, (334) 416-5323, (Melvin.Carr@gunter.af.mil); MSG – Lt Col Reginald Banks, (937) 257-4053, (Reggie.Banks@wpafb.af.mil); 38EIW – Mr. Raymond Olivas, (405) 734-9457, (Ray.Olivas@tinker.af.mil). The Ombudsmen should be contacted only with issues or problems that have been brought previously to the attention of the program manager and/or Contracting Officer and could not be resolved satisfactorily at that level.

(28) POINTS OF CONTACT

Mailing Address:

ESC/XPK, 5 EGLIN STREET, BLDG 1624, THIRD FLOOR, HANSCOM AFB, MA, 01731.

Fax Number:

781-377-7033

Program Contacts: This section will be modified as necessary and updated using the world wide web.

Dorothy Febbi (or current contracting officer) Dorothy.febbi@hanscom.af.mil	ITSP Contracting Officer	781-377-8859
Capt Timothy Durepo (or current contract manager) Timothy.durepo@hanscom.af.mil	ITSP Contract Manager	781-377-6980
Susan Kennison (or current program manager) Susan.kennison@hanscom.af.mil	ITSP Program Manager	781-377-8724
Susan Kennison (or current page manager) Susan.kennison@hanscom.af.mil	ITSP Page Manager	781-377-8724

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188											
<small>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>																	
A. CONTRACT LINE ITEM NO. SEE BLOCK 16		B. EXHIBIT A		C. CATEGORY: TDP TM OTHER X													
D. SYSTEM/ITEM ITSP			E. CONTRACT/PR NO. (Enter Order No.)		F. CONTRACTOR (Enter Company Name)												
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM Funds and Man-Hours Expenditure Report			3. SUBTITLE												
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80331/T			5. CONTRACT REFERENCE (Enter SOO Para Reference)		6. REQUIRING OFFICE (Enter Your Office Symbol)												
7. DD 250 REQ LT		9. DIST STATEMENT REQUIRED C	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION SEE BLOCK 16		14. DISTRIBUTION											
8. APP CODE N		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION SEE BLOCK 16		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="3" style="width: 50%;">a. ADDRESSEE</td> <td colspan="3" style="text-align: center;">b. COPIES</td> </tr> <tr> <td style="width: 15%; text-align: center;">DRAFT</td> <td colspan="2" style="text-align: center;">FINAL</td> </tr> <tr> <td style="text-align: center;">Reg</td> <td colspan="2" style="text-align: center;">Repro</td> </tr> </table>		a. ADDRESSEE	b. COPIES			DRAFT	FINAL		Reg	Repro	
a. ADDRESSEE	b. COPIES																
	DRAFT	FINAL															
	Reg	Repro															
16. REMARKS Block A: The following CLINs apply to CDRL A001: 0002, 0012, 0022 & 0032 Block 4: Format will be as specified in Microsoft Excel file itspsum.xls located at http://www.herbb.hanscom.af.mil (click on Biz Opportunities and select Information Technology Services Program). Block 12: Fifteen (15) work days after end of first calendar month. Block 13: Monthly thereafter. For last submission or final report, closeout shall be submitted ninety (90) calendar days after completion of period of performance as specified in Section F of the basic contract. Block 14: Unless otherwise specified, submission will be provided electronically (soft copy) in Microsoft Excel 5.0/95 Workshop format. The ESC/XPK submission will be emailed to the following addressees: Susan.Kennison@hanscom.af.mil Christos.Scondras@hanscom.af.mil <small>NOTE: AS PART OF THE BILLABLE EFFORT UNDER THE ITSP TASK ORDERS, CONTRACTORS ARE REQUIRED TO RECORD ACTUAL "DIRECTLY BILLABLE" HOURS IN A WEB-BASED GOVERNMENT DATABASE CALLED THE ACTIVITY RESOURCE TRACKING SYSTEM (ARTS). ARTS IS DESIGNED TO ALLOW THE GOVERNMENT TO ALLOCATE ESTIMATED COSTS TO FUNCTIONAL AREAS, ACTIVITIES AND COST OBJECTS TO SUPPORT THE CENTER'S ACTIVITY BASED MANAGEMENT INITIATIVE. ARTS REQUIRES MANHOURS WORKED TO BE ALLOCATED TO A CHOICE OF GOVERNMENT DEFINED ACTIVITIES. CONTRACTOR EMPLOYEES AND/OR ORDER TASK LEADERS WILL INPUT THIS INFORMATION DIRECTLY INTO THE AUTOMATED TOOL USING DESKTOP COMPUTERS, IN ACCORDANCE WITH INSTRUCTIONS PROVIDED BY THE GOVERNMENT. ARTS WILL BE IMPLEMENTED INCREMENTALLY AT HANSCOM AFB BY TWO-LETTER ORGANIZATION. CONTRACTORS WILL NOT BE REQUIRED TO PROVIDE INFORMATION UNTIL THE SYSTEM HAS BEEN IMPLEMENTED FOR GOVERNMENT EMPLOYEES IN THE ORGANIZATION WHICH THEY SUPPORT.</small> <small>UNLIKE OTHER DELIVERABLES IDENTIFIED IN THIS CDRL, THE ARTS INPUTS ARE NOT DELIVERED BY THE 15TH OF EVERY MONTH AS PART OF THIS FUNDS AND MANHOURS EXPENDITURE REPORT. THE INPUTS ON THE GOVERNMENT COMPUTER NETWORK WILL BE ACCOMPLISHED BY CONTRACTOR PERSONNEL AND/OR THEIR ORDER TASK LEADERS ON A DAILY BASIS IF POSSIBLE, BUT NO LATER THAN ON A WEEKLY BASIS (EXTENUATING CIRCUMSTANCES SUCH AS LONG TERM TDY, VACATION, ETC., EXCEPTED).</small>						(Enter Your Office Symbol)		0	1	0							
						ESC/XPK		0	0	1							
						15. Total		0	1	1							

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

ITSP BPA Appendix A

Check each location
where services are
being offered under
this BPA (ref: para C,
"Services Available
Under This BPA")

2Ltr	Location
HAFB	Greater Boston Area
38EIW	Tinker AFB, OK
38EIW (738 EIS)	Keesler AFB, MS
38EIW (738 EIS)	Ft Indiantown Gap, PA
38EIW (738 EIS)	Jackson Barracks, LA
38EIW (738 EIS)	Willow Grove IAP, PA
38EIW (738 EIS)	Roslyn, NY
38EIW (738 EIS)	Lovell, TN
38EIW (738 EIS)	Lewis B Wilson, GA
38EIW (738 EIS)	St Louis, MO
38EIW (838 EIS)	Kelly AFB, TX
38EIW (838 EIS)	Worcester, MA
38EIW (838 EIS)	South Portland, ME
38EIW (838 EIS)	Laporte, TX
38EIW (838 EIS)	Nederland, TX
38EIW (838 EIS)	Tulsa, OK

EIS)	
38EIW	Will Rogers
(838	World, OL
EIS)	
38EIW	Zanesville,
(838	OH
EIS)	
38EIW	McClellan
(938	AFB, CA
EIS)	
38EIW	Minn. Saint
(938	Paul, MN
EIS)	
38EIW	Salt Lake
(938	City, UT
EIS)	
38EIW	Paine, WA
(938	
EIS)	
38EIW	O'Hare IAP,
(938	Chic, IL
EIS)	
38EIW	Hayward, CA
(938	
EIS)	
AC	DARPA,
	Arlington VA
AC	Eglin AFB
AC	Kirtland
AC	Offutt AFB
AC	Saudi Arabia
AC	Tinker AFB
AW	Waddington,
	UK
AW	Seattle
AW	Manching,
	Ger
COS	Pittsburgh,
	PA
CPSG	Kelly AFB,
	TX
DI	Arlington, Va
	(MC/DI)
DI	Wash, DC
DI	Ft Monroe,
	VA
DI	London, UK
DI	Orlando, FL
DI	Scott AFB, IL
ESC/IL	WPAFB
	(CALS/DI)
ESC/IL	WPAFB
	(CALS/DI)
FA	Kelly AFB, TX
FA	Vienna,
	Austria

GA	Wash, DC
GA	Scott AFB, IL
GA	Tinker AFB
IN	Seattle
IY	Kelly AFB, TX
JS	Melbourne, FL
JS	Robins AFB, GA
MC	Arlington, Va (MC/DI)
MSG	WPAFB
MSG	Hill AFB, UT
MSG	Kelly AFB, TX
MSG	Ft Monmouth NJ
MSG	McClellan AFB, CA
MSG	Tinker AFB, OK
ND	Albuquerque (CMAH), NM
ND	Peterson AFB, CO
ND	Peterson AFB, CO
PEO/SC	San Diego, CA
S	
PI	Hill AFB (ESC/PIH)
PI	WPAFB (ESC/PIW)
SSG	Gunter Annex, Maxwell
SSG (IL)	Geilenkirchen AB, GE
SSG (IL)	Eglin AFB, FL
SSG (IL)	Hill AFB
SSG (IL)	Kelly AFB, TX
SSG (IL)	Netherlands
SSG (IL)	Robins AFB, GA
SSG (IL)	Tinker AFB

Submit this Appendix with your BPA response.